

**CIVIL SERVICE BOARD**  
**MINUTES from ZOOM MEETING**  
Wednesday, August 30, 2022

Present: Ann Langley, Chair, Michelle Wigzell, Alice Ferreira, Barbara Skibiski and Willie McBride.

Also present: Tom McCarthy, Dir. of HR, Robert Dunn, Building, Lynn Ormsbee, Tax Assessor, Andrew Fries, Tashua Golf Course.

Meeting was called to order at 12:03 pm.

- 1) Attendance was taken by Tom McCarthy, Director of HR.
- 2) General Public: No members of the public asked to make comments.
- 3) New Business:

Motion was made by Michelle Wigzell; seconded by Alice Ferreira to advertise, test and recruit for Mechanic-Golf Course. The weight of the examination will be 75% experience and training and 25% practical test. VOTE: Motion carried 5-0 unanimously.

Motion made by Michelle Wigzell; seconded by Alice Ferreira to approve eligibility list for the HR Manager-HR/Civil Service. VOTE: Motion carried 5-0 unanimously.

Motion made by Michelle Wigzell; seconded by Alice Ferreira to approve eligibility list for the Assistant Town Clerk – Town Clerk. VOTE: Motion carried 5-0 unanimously.

Motion made by Willie McBride; seconded by Alice Ferreira to approve eligibility list for the Maintainer IV. VOTE: Motion carried 5-0 unanimously.

There was a request to waive testing for Administrative Assistant Building-Building. After discussion Board members decided not to approve the waiver but approve a modified testing. Motion made by Michelle Wigzell; seconded by Barbara Skibiski to remove this position from the Administrative Testing Series. A motion was then made by Michelle Wigzell; seconded by Willie McBride to advertise, test and recruit for an Administrative Assistant-Building with the weight of the test being 75% Experience and Training and 25% Oral Examination. VOTE: Motion carried 5-0 unanimously.

There was a request to waive testing for Tax Assessment-Clerk. After discussion, Board members decided not to approve the waiver but approve a modified testing. Motion made by Michelle Wigzell; seconded by Alice Ferreira to remove this position from the Administrative Testing Series. A motion was then made by Michelle Wigzell; seconded by Barbara Skibiski to advertise, test and recruit for an Tax Assessment-Clerk with the weight of the test being 75% Experience and Training and 25% Oral Examination. VOTE: Motion carried 5-0 unanimously.

Motion made by Michelle Wigzell; second by Alice Ferreira to approve the 6-month provisional appointment of Sebastian Fonseca as a Custodian. VOTE: Motion carried 5-0 unanimously.

Motion made by Michelle Wigzell; second by Alice Ferreira to approve the 6-month provisional appointment of David Durand as a Park Ranger. VOTE: Motion carried 5-0 unanimously.

Respectfully submitted,

*Thomas McCarthy*

Thomas McCarthy

Director of Human Resources